



STATE OF HAWAII
PUBLIC UTILITIES COMMISSION
DEPARTMENT OF BUDGET AND FINANCE
465 S. KING STREET, #103
HONOLULU, HAWAII 96813

CARLITO P. CALIBOSO
CHAIRMAN

WAYNE H. KIMURA
COMMISSIONER

JANET E. KAWELO
COMMISSIONER

INFORMATION AND INSTRUCTIONS TO FILE PUC ANNUAL FINANCIAL REPORTS FOR WATER CARRIERS (HAW PUC FORM 99-020)

1. **Where to File Report**

Hawaii Public Utilities Commission
465 South King Street
Kekuanaoa Building, Room 103
Honolulu, Hawaii 96813

2. **Due Date**

The annual financial and statistical report must be postmarked or hand delivered to the Commission on or before March 31st for the preceding calendar year.

All water carriers authorized to provide services in the State of Hawaii must file an annual financial report with the Commission.

3. **Extension Request to File Annual Financial Report**

If you cannot complete your annual financial and statistical report on or before the due date, you may ask for an extension of time to file the report. A request for the extension of time must be postmarked or hand delivered to the Commission on or before March 31st. Approval shall be granted for good cause only.

4. **Failure to File by the Due Date**

Any carrier who fails to file by the due date as noted above shall be subject to a show cause hearing and/or penalty.

5. **Preparation of Annual Financial Report**

- a. The report must be typed or clearly handwritten in blue or black ink. Any report prepared in pencil will be considered incomplete and **shall be rejected**. Tax returns or other financial formats **shall not be accepted**. You may substitute a computerized format in lieu of the prescribed PUC forms. However, the computerized format must be identical to the line-by-line items on the prescribed PUC forms.

- b. The major revenue and expense accounts categories listed on the forms were obtained from NARUC and past Annual Financial Reports filed by the existing carriers. If the accounts that you currently utilize do not fit into any of the major account categories listed on these forms, please specify the account and enter the amount in the **Other** account category.
- c. Be sure that the owner, partner, officer or duly authorized representative with the power of attorney signs the Certification page. If it is not signed by the proper authority, the report **shall be rejected**.
- d. The Annual Financial Report must be prepared on a calendar year basis. If the report is prepared on a fiscal year basis, it **shall be rejected**.
- e. If any report is rejected or not accepted for reasons stated above in paragraphs 5a through 5d, it shall be subject to a show cause hearing and/or penalties.

6. **Forms and Instructions**

All the following forms and instructions are available on-line at:

<http://www.hawaii.gov/budget/puc/AFRPage.htm>

HAW-PUC FORM 99-010 and Instructions (monthly report)

HAW-PUC FORM 99-020 and Instructions (annual report)

Uniform System of Accounts for Water Carriers

7. **Questions**

If you have any questions, please call the PUC Audit Section in Honolulu at (808) 586-2020 or visit our Department web site at

<http://www.hawaii.gov/budget/puc/puc.htm>

HAWAII PUBLIC UTILITIES COMMISSION

**REQUEST FOR EXTENSION TO FILE
PUC ANNUAL UTILITY REPORT
BEYOND THE DUE DATE OF MARCH 31, 20__**

NOTICE

1. This extension request must be postmarked on or before March 31st.
2. We will not grant additional extensions beyond July 31st. A show cause hearing shall be initiated if we do not receive your annual financial report by the approved extended due date or July 31st (whichever is earlier).

Name of Company: _____

Address: _____

Person to Contact: _____ Tel No.: _____

Extension is requested until _____, 20__. (No later than July 31st)

Reason for extension (attach separate page if more space is required):

Signature _____ Date _____

Title _____
(Owner, Partner, Officer, Authorized Agent)

FOR PUC OFFICE USE ONLY:

☐ **Approved. Signature** _____ **Date** _____

☐ **Disapproved. See attached letter.**